

ROCK VILLAGE HALL : NOTES FOR HIRERS

1.0 TELEPHONE NUMBERS FOR USE IN EMERGENCY

Telephone numbers for use in an emergency or equipment failure are in the Emergency Contacts folder in the downstairs meeting room (the room near the main entrance). **The telephone handset there can be used for emergency calls**, but not for other outgoing calls. It can receive calls and the telephone number is **01299 832971**. There is a large rechargeable torch in this room.

2.0 FIRE ALARM & FIRE EQUIPMENT

You will be provided with a sheet 'Action in the Event of a Fire'. If the fire alarm goes off, evacuate the building, call 999 and telephone someone on the Emergency Contact List. The landline telephone in the downstairs meeting room can make outgoing emergency calls. Mobiles do not always work here.

Only tackle any fire with extinguishers if it is safe to do so. Familiarise yourself with the fire extinguishers. There are two types:

Large water based extinguishers for use on wood, paper or fabric fires.
Smaller CO2 extinguishers for use on electrical or flammable liquid (i.e. kitchen) fires.

3.0 HALL SIZE, KEYS, DOORS & WINDOWS

There is a combination key safe outside the hall main door containing the hall main door key. You will be provided with the code for this keysafe.

The **Hall** measures **17.5m x 8.5m (57' x 28')**
 150sq m / 1600 sq ft.

The external doors are self-closing but the mechanisms do not always function. Before leaving, check that all external doors (2 doubles and 1 single in the main hall, single doors in kitchen, bar, stairs) are fully locked. Do this by pushing gently against top and bottom from the inside. It may be necessary to pull the door using the handle to ensure complete closure. There are some wedges to hold internal doors open temporarily but these must be removed as soon as possible and definitely when the building is vacated so that all doors are left closed.

Windows can be opened by pressing the knob. No key is required unless the window has previously been locked.

4.0 KITCHEN

The **Kitchen** is **3.3m 5.6m (11' x 18'6")**. It is equipped with two 4-ring electric cookers/ovens, 700w microwave, large fridge and small fridge, fixed electric water urn and electric kettle. There is an industrial Dishwasher please read the instructions before use. There are 2 small table top freezers.

There is plenty of crockery to cater for up to 110 people. The cutlery is locked away and can be booked separately. The roller shutters for the kitchen and bar are easier to lift

from the hall side; the locks are not operative. The roller shutters must be let down after use.

All rubbish must be removed from the hall after use as there is no refuse collection by the local authority. You should bring sufficient large bags to take away all your rubbish.

5.0 CHAIRS & TABLES

There are **140 red fabric chairs** stored in the room to the left of the stage. Use the wheeled trolley to move them and note the instructions on it. There are also 20 blue fabric chairs. The fabric chairs must not be taken outside on to the decking – there are black plastic chairs for external use.

There are **30 white rectangular tables**, each **1800mm x 750mm, 750mm high** (70" x 29" x 29") stored in the room to the right of the stage. These will seat 6 or 8 people

There are 10 metal tables **77mm + 77mm** These can also be used outside on the decking area.

We also have 12 round tables **5ft**. That seat 8 or 9 people. These are hired out at a cost of £7-50 each

6.0 BAR

The hall now has its own license. Anyone hiring the hall and wishing to have a bar must appoint a qualified licence and send the information to the booking secretary. Bars must close by 11-30pm.

7.0 EXTERNAL & CAR PARK LIGHTING

If you arrive or leave in the dark security lighting will come on automatically on the entrance path. When you are inside the building, switch on the large car park light at the wall switch in the lobby. This will be will on for 4 hours or until 12.30am., whichever is the earlier.

External globe lights on the outside walls are controlled automatically by a timer.

8.0 ELECTRICAL

Main electrical circuit boards are in the cupboard in the corridor, but it should not be necessary for you to go in there. If the power fails please telephone someone listed in the Emergency Contacts folder.

The two external socket outlets on the west side of the building need to be turned on at the switches adjoining, inside the main hall and bar respectively. The external socket outlet at the east side of the building is permanently turned on.

9.0 HEATING & HOT WATER

The building is heated by ground source energy – heat is taken out of the ground in an environmentally friendly system. There are two heat exchangers and the building is

heated by under floor pipes. The system is fully automatic and no adjustments are possible.

Domestic hot water is supplied by the same system.

10.0 FIRES/BARBEQUES/PIG ROASTS/FIREWORKS ETC

Open fires, barbeques, pig roasts, etc are not allowed anywhere inside the building or anywhere on the wooden decking area for obvious fire risk reasons (it could invalidate our insurance) and also to prevent staining. There is a paved area to the west of the decking where these activities are allowed but please take care to avoid any stray flames etc – the whole building is wooden and very vulnerable to fire! Cooking is not permitted anywhere outside the kitchen; nor is it allowed on the paved area outside the kitchen door.

Fireworks, fire lanterns, etc are not permitted anywhere around the village hall or anywhere on the Millennium Green for reasons of insurance and fire safety to the hall and residential properties.

11.0 SMOKING

For legal and fire safety reasons smoking is not allowed anywhere inside the building or on the wooden decking. Cigarette disposal containers are provided outside the main door and near the paved area and must be used for any disposals.

12.0 ACOUSTIC LOOP

There is an acoustic loop for those who use hearing aids, which should be set to the 'T' position. The two pickup microphones are on the wall of the main hall on the kitchen side. These should show a green light. The controller is in the room to the left of the stage (chair store) and it should normally be left on.

13.0 CLEANING EQUIPMENT

This is stored in the cupboard in the Bar. Any items used must be returned to that cupboard.

14.0 OVERNIGHT ACCOMMODATION

It is not permitted to sleep overnight in the village hall, in caravans, camping vans, tents etc on the car park or anywhere on the Millennium Green.

15.0

Please ensure that any outside catering, contractors and bar staff are aware of the hire period and that they will not be able to enter before the start and must leave the premise by the end of the hire period.

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